

Republika ng Pilipinas  
PAMBANSANG PANGASIWAAN NG PATUBIG  
(National Irrigation Administration)  
Lungsod ng Quezon

MC # 25 B, s. 1977

MEMORANDUM CIRCULAR

TO : ASSISTANT ADMINISTRATORS, HEADS OF DEPARTMENTS/STAFFS, REGIONAL IRRIGATION DIRECTORS, MANAGERS OF SPECIAL PROJECTS, HEADS OF PROVINCIAL IRRIGATION OFFICES, IRRIGATION SYSTEMS AND NATIONAL PROJECTS, OFFICERS-IN-CHARGE OF OFFICES  
National Irrigation Administration

SUBJECT : Revised Rules and Regulations for Nominating Employees for Merit Increase.

For your information and guidance the rules for nominating employees for merit increase under MC 25 and MC 25 A, series 1977 are hereby revised as follows:

I. Qualification for Nomination

Qualified for nomination are all those who have been monthly paid employees of the NIA since September 1, 1976, and who have not received any increase in pay within the period September 1, 1976 to August 31, 1977, except that monthly paid employees occupying positions at grade 7 or below, who received salary adjustments under MC 49 B s. 1977 are likewise qualified for nomination. Positions in the exempt class under the NIA Compensation Plan are not included in this memorandum.

II. Selection for Nomination

The following selection process is derived from the observation that the relative worth of an employee may be determined by the combined judgment of his co-workers:

1. Except as indicated under Paragraph IV hereof each chief of division or staff group shall prepare a list of qualified employees, including himself if he is qualified, alphabetically arranged. Each qualified employee shall be furnished a copy of the list for use as a rating sheet, and each shall rate everyone in the list, placing the number "1" opposite the name of whoever he considers the most meritorious of a salary increase, number "2" opposite the second meritorious, number "3" opposite the third meritorious, and so on. After he has rated one half of the list (where the total is odd use next higher even number and divide by two) he shall then rate equally everyone in the remainder by placing the next higher number opposite each of the remaining names.

Example: In a group of nineteen each rater shall rate ten with the numbers 1 to 10. The remaining nine shall each be rated number 11. At least the rating numbers 1 to 10 (or half the total) should be indicated, otherwise the rating sheet shall be invalidated.

2. The division chief shall appoint a board of

canvassers with a chairman and four members. Each employee in the list shall submit his rating sheet duly accomplished to the board of canvassers in a sealed envelope.

3. The board of canvassers shall tabulate the ratings in suitable form showing all the qualified employees, the ratings each received from every rating sheet and the total rating of each employee. Any rating sheet not complying with the requirement of the example above shall be invalidated.

4. The results of the canvassing shall be summarized and submitted by the division chief to the department head/regional director/project manager, in a listing arranged from the employee with the lowest total numerical rating to the employee with the highest total numerical rating. The group of thirty percent (30%) of the total with the lower total numerical ratings shall be recommended for merit increase in pay.

5. Any employee who campaigns for inclusion in the upper half of his group shall be automatically disqualified from the nomination.

### III. Rating Guidelines

In rating all those in the listings every rater should, among others, consider the following factors:

1. Industry and willingness to work even beyond office hours when necessary.
2. Work being performed in a category higher than his present position.
3. Punctuality and attendance.
4. Dependability and resourcefulness especially under work/time pressure.
5. Length of service in the organization.

### IV. Groupings

In general, as mentioned in Paragraph II-1, each division or staff group shall constitute one nomination grouping. However, when a division or staff group has more than twenty qualified employees it may be further grouped by sections by the division or staff chief. Where the grouping is by sections, the division or staff chief, if qualified, shall be included for rating in each and every section listing. Thus the division or staff chief shall have as many total ratings as there are sections grouped separately in his division. The division chief shall be nominated by the department head for merit increase if, after the ratings are canvassed, he is within the more meritorious 30% in the majority of the sections in his division.

In case the division has an even number of groupings and the division chief is within the more meritorious 30% in half the number of groupings, he shall be included in the nomination if his average score based on the total number of qualified employees in the division is within the more meritorious 30% in a listing of average scores of all the employees in the division.

V. Deadline for Submission of Nominations

The head of department/staff/region/special project shall submit the final lists of nominations for salary increase containing the meritorious 30%, by grouping, listed from the lowest score to the highest to the respective Assistant Administrator not later than September 30, 1977. A copy of the tabulation results for each grouping shall also be submitted as supporting document.

VI. Exceptions

1. Project managers, regional irrigation directors, department heads and personnel directly under them such as secretary, stenographer, clerk, etc... are not covered by this nomination procedure. They shall be evaluated and nominated by their respective chiefs in accordance with MC 25, s. 1977.
2. Bill collectors and personnel duly deputized as bill collectors who have collected 45.6% of their base but not lower than ₱60,000 shall not be covered by this nomination procedure but shall be automatically nominated under a separate list, properly supported, to be submitted also on September 30, 1977.

All memorandum circulars inconsistent herewith are hereby amended or superseded accordingly.

(SGD.) ALFREDO L. JUINIO  
Administrator

September 6, 1977

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